

Elementary School Safety Plan Checklist for COVID-19 Preparation and Response

- You have and will maintain an inventory of **masks and PPE** for students and staff:
 - ▶ Two multi-layer cloth masks per staff member
 - ▶ Two multi-layer cloth masks per student
 - ▶ Additional disposable masks for students and staff
 - ▶ 20 medical masks (surgical, procedural, [KN95 or N95](#)) and a face shield for each staff member with a close contact assignment (for optimal protection KN95 and N95 masks may be fit tested for better seal and filtration)
 - ▶ At the request of the employee, a reusable or disposable full-length gown for any employee whose duties subject them to conditions in which social distancing and PPE standards cannot be guaranteed
 - ▶ Bottled hand sanitizer (with at least 60% alcohol) or soap and water hand-washing stations available for use by employees and students
 - ▶ Employees who work with staff or students with COVID-like Symptoms (school nurses, staff in isolation rooms, etc.) shall have [N95/KN95](#) masks and face shields
- You have identified a **PPE Point Person for your district/school** and [entered their contact information in the appropriate NMPED Google document](#). Your district PPE Point Person is responsible for maintaining and reporting weekly inventory of masks and PPE to NMPED through a web-based portal. NMPED will provide training and support on this requirement.
- You have identified a **COVID-19 Point Person for each school** in your district and [entered their contact information in the appropriate NMPED Google document](#).
- You have a **social distancing plan** in place which allows no more than 50% of the registered students to be in any given classroom at any one time. Districts located in counties in the green zone that have an enrollment for in-person learning of 100 students or less may bring back students in all grades for in-person learning in a 5:1 student to staff ratio per enclosed indoor space.
- You will ensure **student groups remain in cohorts**.
- You have and will maintain an inventory of **CDC-approved cleaning supplies**.
- You have **sufficient custodial resources** so that the areas of the schools are cleaned in accordance with [CDC standards for cleaning and disinfecting schools](#) in between “A Day” and “B Day” cohorts. Custodians may volunteer for overtime if necessary; if the District cannot complete the necessary tasks with voluntary overtime, it will engage third party vendors to insure that the work areas are cleaned in accordance with CDC standards between “A Day” and “B Day”.
- You have an established and written **protocol on inspecting, repairing, and providing maintenance on ventilation systems** within your buildings. Filtration levels (MERV ratings) shall be maximized for equipment capabilities. MERV 13 filters shall be used in HVAC systems that are compatible with that type of filter. Systems that are not compatible with a MERV 13 filter shall use the filter with the highest MERV rating compatible with the system.
- You have read and reviewed **NMPED’s COVID-19 Response Toolkit for New Mexico’s Public Elementary Schools** and will abide by its guidelines.

I certify that my district/school has completed the above actions.

DISTRICT/CHARTER SCHOOL NAME

SUPERINTENDENT/CHARTER DIRECTOR NAME

SUPERINTENDENT/CHARTER DIRECTOR SIGNATURE

DATE